



# Vacancy Announcement

RE-ADVERTISEMENT OF VACANCY NOTICE PC 2009/01/P-5

## INTERNATIONAL CIVIL AVIATION ORGANIZATION

VACANCY NOTICE PC 2009/43/P-5

DEADLINE FOR APPLICATIONS: 13 July 2009

POST TITLE: CHIEF, FINANCIAL SERVICES SECTION

DUTY STATION: Montréal

LEVEL: P-5

DATE FOR ENTRY ON DUTY: After 13 July 2009

POST NO. AND CCOG CODE: 2730.001/1.A.01.c.

**ORGANIZATIONAL UNIT:** Financial Services Section, Finance Branch, Office of the Secretary General, Headquarters.

The Financial Services Section is responsible for the preparation of the Organization's Business Plan and results-based triennial Regular Budget, as well as for the preparation of other budget proposals, and for the implementation and management of approved budgets. The Section is also responsible for managing the Organization's treasury, banking and payroll operations.

### QUALIFICATIONS & EXPERIENCE – ESSENTIAL:

#### A. Academic qualifications

1. Advanced university degree (Master's degree or equivalent, which should be substantiated by the applicant) in budgeting, financial analysis, strategic planning, financial management, accounting, or public or business administration, or a first level university degree with professional accounting designation, such as Chartered Accountant, from an internationally recognized accountancy body such as the Institute of Certified Public Accountants or Institute of Chartered Accountants or equivalent in other national systems.

#### B. Professional experience and knowledge

1. Extensive experience (preferably 12 years) in progressively responsible positions and reaching senior management level in financial operations and performance management, more specifically in the planning, design, monitoring and management of business plans and results-based budgets in a large-scale government, public sector or international organization, and preferably within the United Nations (UN) common system.
2. Experience in programme management, strategic long- and medium-term business planning, involving the determination of key performance indicators, and the monitoring and evaluation of performance results.
3. Experience in the planning, monitoring and management of results-based budgets within an Enterprise Resource Planning (ERP) system, preferably Agresso, and using contemporary desktop software applications.
4. Experience in the management of treasury and payroll operations for an international workforce, involving many locations and different currencies, and within an ERP system, preferably Agresso, and using contemporary desktop software applications.
5. Knowledge of International Public Sector Accounting Standards (IPSAS), or other IPSAS-compliant financial accounting policy/standards, particularly in respect to their implications on accrual budgeting.

#### C. Competencies

1. *Judgement/Decision-making:* Proven ability to plan, direct and supervise a broad area of the Organization's financial services work and to analyse, decide or advise on solutions to important budgeting and financial problems.
2. *Professional competence and communication skills:* Ability to prepare clear, concise and accurate reports and specialized working papers on financial matters and present articulate verbal reports to representative bodies.
3. *Managerial competencies, including leadership, vision, management of performance:* Demonstrated ability to manage financial operations and to supervise and coach a team of professional financial officers and support staff in a multinational environment.
4. *Building partnerships/trust:* Capacity to conduct representative functions before governments and international organizations, requiring a high degree of negotiating skill and the development of interpersonal relationships. Ability to formulate positions, articulate options concisely and make/defend recommendations. Ability to maintain harmonious working relationships in a multicultural environment.
5. *Technological awareness:* Ability to use personal computers and contemporary ERP systems comprising integrated accounting, budgeting and financial management applications. Keep abreast of latest developments in financial management systems.

#### D. Standards of Conduct

*International outlook, character and integrity:* Adherence to and capacity to promote the values and framework of the United Nations' Standards of Conduct for the International Civil Service and/or equivalent national or international standards of conduct.

#### E. Languages

Command of one of the languages of the Organization (Arabic, Chinese, English, French, Russian, Spanish).

### QUALIFICATIONS & EXPERIENCE – DESIRABLE:

#### A. Knowledge/Experience

1. Sound knowledge of the financial rules and procedures of the United Nations Common System.
2. Knowledge of the operational activities of ICAO.
3. Knowledge of and ability to use modern project management techniques.

#### B. Languages

A good working knowledge of a second language of the Organization (Arabic, Chinese, English, French, Russian, Spanish).

### MAJOR DUTIES:

Under the guidance of the Chief, Finance Branch (C/FIN), the Chief of the Financial Services Section (C/FSV) coordinates the preparation of the Organization's business plan and results-based budget, and provides support services in the monitoring of results. C/FSV is also responsible for the financial control and financial reporting services of the Organization, as well as for Treasury and Payroll operation. In particular, C/FSV will:

1. General
  - a) Plan, direct, supervise and coordinate the activities of the Section to ensure that there are adequate management and internal controls in force to ensure the correct implementation of the Organization's financial management policies, regulations and procedures in a timely, professional and efficient manner and to safeguard the financial assets of the Organization.
  - b) Develop and implement policies and procedures, especially with regard to the ERP currently under development and implementation, that allow for the efficient management of operations in the Section.

**MAJOR DUTIES (cont.)**

- c) Provide planning, monitoring and reporting assistance in the areas of budget and financial management in support of the Organization's projects, voluntary-funded activities, etc., as required.
- 2. Business Plan and performance management
  - a) Assist C/FIN in the planning, coordination and development of Organization's Business Plan for review by Senior Management, the Secretary General, the Council and the Assembly.
  - b) Monitor and report on the implementation of the approved business plan, by establishing and implementing the required tools, techniques, guidelines and training materials.
- 3. Regular Budget management
  - a) Develop policies and procedures for the preparation, monitoring and management of the Organization's results-based Regular Budget including its stated results, based on the approved Business Plan, taking into account the needs of the Organization and the relevant legislative and secretariat directives and best practice management and budgeting techniques.
  - b) Prepare and ensure the overall correctness of the Organization's Draft Regular Budget and other budget proposals as well as the related legislative working papers, taking into account the Business Plan and relevant Regulations, Assembly resolutions, Council decisions and Secretary General's directives. Determine and verify the validity of economic and other budgetary assumptions and ensure the correct and consistent application of the assumptions in the draft budget.
  - c) Implement an integrated planning and budgeting approach focused on measurable results and key performance indicators linked to the Strategic Objectives of the Organization.
  - d) Prepare draft policy working papers and other working papers for consideration by the Secretary General, the Council and the Assembly on planning, budgeting, treasury and payroll issues. Attend all legislative and management meetings related to the budget and other financial matters and prepare the required reports and correspondence.
  - e) Manage the issuance of budget allotments and ensure the proper and efficient management of the budget, providing appropriate and timely reports and advice to programme managers. Ensure required budget controls are in place. Prepare budget implementation forecasts and reports at stipulated intervals to C/FIN on the budget implementation and performance. Make recommendations on any required adjustments or remedial actions.
- 4. Treasury management
  - a) Monitor closely the financial transactions of the Treasury Unit and take timely measures and actions for the proper management of surplus funds, transfer of funds between bank accounts, purchase of currencies and payment of suppliers and staff.
  - b) Establish policies and procedures for effective cash management including, inter alia, opening and closing of all ICAO bank accounts.
  - c) Prepare and monitor cash forecasts and investment decisions.
- 5. Payroll management
  - a) Monitor closely the operations of the Payroll Unit and ensure, in close cooperation with the Human Resources Branch, the timely and proper processing of the payroll and other staff payables, in compliance with the approved budgets.
- 6. Perform other related duties, as assigned.

**DURATION OF APPOINTMENT:** Initial appointment will be on a three-year, fixed-term basis (first year is probationary for an external candidate).

<b>REMUNERATION:</b> Level P-5	<u>Rate</u>	<u>Net Base Salary per annum</u>	+	<u>Post Adjustment (net) per annum</u>
	Single	U.S. \$77 190		U.S. \$37 900
	Dependency	U.S. \$83 089		U.S. \$40 796

Post Adjustment is subject to change.

**SUMMARY OF BENEFITS:** The ICAO Summary of Benefits may be viewed at <http://www.icao.int/icao/en/va/emplsum.htm>.

ICAO staff members are international civil servants subject to the authority of the Secretary General and may be assigned to any activities or offices of the Organization.

ICAO staff members are expected to conduct themselves in a manner befitting their status as international civil servants. In this connection, ICAO has incorporated the 2001 Standards of Conduct for the International Civil Service into the ICAO Personnel Instructions. A copy of the Standards of Conduct is available on the ICAO employment website at <http://www.icao.int/employment>.

**This vacancy is open to both female and male candidates. In order to increase the number of women at all levels, women are particularly invited to apply for vacant posts, as well as for roster evaluation for future vacancies.**

ICAO has established family-friendly policies for its staff members.

The statutory retirement age for staff entering or re-entering service after 1 January 1990 is 62. For external applicants, only those who are expected to complete a term of appointment will normally be considered.

**HOW TO APPLY**

Interested candidates should download and complete the ICAO Application-for-Employment Form for submission to the Human Resources Branch. This is the basic document for evaluation of candidates and must be FULLY completed in order to be considered. If extra pages are needed, page no. 4 should be copied in the required number in order to complete the form.

ICAO staff members, as well as staff members from other UN International Organizations or Specialized Agencies, may submit with their application a scanned copy of their two latest annual performance appraisal reports.

**In all cases quote the vacancy notice number. Applications should be submitted with a letter demonstrating how your professional experience and competencies match those expressed in the vacancy notice.**

The form, if not available locally, may be obtained from Chief, Human Resources Branch, International Civil Aviation Organization, 999 University Street, Suite 4.35, Montréal, Quebec, CANADA H3C 5H7, fax no.: 514-954-6415, e-mail: [recruitment@icao.int](mailto:recruitment@icao.int) or by accessing the ICAO employment website at <http://www.icao.int/employment>. The application form is also available from the ICAO Regional Offices in Bangkok, Cairo, Dakar, Lima, Mexico City, Nairobi and Paris.

**CANDIDATES WHO RESPONDED TO VACANCY NOTICE PC 2009/01/P-5 SHOULD REAPPLY IF THEY WISH TO BE CONSIDERED**

**ONLY APPLICANTS WHO ARE UNDER SERIOUS CONSIDERATION WILL BE CONTACTED AND INTERVIEWED.**

**Date of issue of Vacancy Notice:** 12 June 2009